

## Norco Assessment Committee

### Meeting Minutes

April 27, 2017

Present:

Jose Sentmanat, Araceli Covarrubias, Laura Adams, Kara Zamiska, Jeff Warsinski, Courtney Buchanan, Tami Comstock, James Finley, Alexis Gray, Stephany Kyriakos, Sarah Burnett, Greg Aycock, Ryan Hitch, Glen Graham Kevin Fleming, Chris Castillo

Absent:

Khalil Andacheh, Diane Dieckmeyer, Judy Perry, Rodolfo Suarez, Daniela McCarson, Quinton Bemiller, Dan Reade

- **Approval of Agenda**

- Motion to approve: Alexis Gray
- Seconded: James Finley
- Approved

- **Approval of Minutes**

- Minutes approved from 02/23/17 meeting with corrections.

- **Action Items:**

- **Approval of 6-year Assessment Cycle-**

- Motion to approve 6 year Assessment Cycle : Alexis Gray
- Seconded: Laura Adams
  - Greg Aycock spoke in regards to the back and forth conversation whether to have a 8yr or 6yr Assessment Cycle. 8 years seemed doable but program review voted on a 3 year cycle which then would make more sense to go on a 6 year Assessment cycle.
  - Sarah Burnett asked that we encourage people to work it through the 6 years. Ongoing SLO's align with PLO's instead of waiting till the end of the 6 years.
  - In Tracdat an annual report can be run to show how many PLO's have been completed to assist in this.
  - Kevin Fleming stated Program Review has all the information needed to share with NAC in regards to the three year cycle. CTE will be revalidated every 2 years now due to changes in California Law and it will be separate from Program Review.
  - All in favor of the 6 year Cycle – All Approved 6 Year Cycle.

- **Approval of Assessment Report 2015-16- Action Item**

- Motion to Approve: Jose Sentmanat
- Seconded: Kara Zamiska
  - It has been brought to attention that some faculty might not be aware that they are on other discipline's ADT's so we need to help them manage rotation plans so ADT PLO's are assessed.
  - CTE might be a good example on how to do PLO's in an ADT.
  - Tracdat can help show special relationships between disciplines and assist with completing ADT PLO's.

- **Scoring of Program Review Overview**

- A handout was presented to show how Program Review is scored.
- Having nothing that indicates a plan or implementation will equal a 0
- Only having a couple of words but no results is equal to a 1.
- One good assessment is equal to a 2
- Multiple good assessments and a plan in place with results is equal to a 3. (Closing the Loop)

- One SLO or PLO a year will not get it completed in the 6 year cycle.
- Sarah Burnett stated if there are any questions when it comes to scoring please contact her this year is more challenging. Sarah can also give reports on each them that are done for 15/16.

- **Rotation Cycle Subcommittee**

- Sarah will be trying to start a workgroup to help plan how to move forward in completing these Assessments.
- Subcommittee to likely start meeting in first two weeks of fall to assist others in training to assist others in meeting the 6 year Rotation Cycle and how to use Tracdat.
- Sarah Burnett asked to be emailed for availability during college hour workgroup so that the committee can have a set training by fall.
- Greg asked that anyone who had a current rotation cycle formatted for SLO's and PLO's to please share when the committee meets in September during the beginning of Fall.

- **Program Assessment:**

- Focus on closing the loop making changes and following up on those changes in several areas.
- Alexis Gray stated that if faculty complete half each three years now that annual and comprehensive don't exist.